EP- 9-1886

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25 APR 1956

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Report of the Inspector General's Survey of the Office of Central Reference, DD/I

1. The attached report summarizes the results of the I.G. survey of the Office of Central Reference, DD/I, and is submitted for your consideration and approval.

2. In general, this survey revealed that the Agency's central reference system as administered by OCR, is efficient and effective in providing timely response to the needs of the research components of this Agency and the other members of the U.S. intelligence community. Several major problems and minor deficiencies were noted and appropriate corrective action proposed in the form of specific recommendations for your approval.

3. Also attached is a memorandum of transmittal to the DD/I for your signature requesting that he provide you with his comments on the report no later than 15 June 1956.

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[redacted]

Lyman B. Kirkpatrick
Inspector General

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REPORT OF THE INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF CENTRAL REFERENCE

I. PURPOSE, SCOPE AND SUMMARY

A. This report summarizes the results of a comprehensive survey of the Office of Central Reference, DD/I. The survey included the review of all organizational units and their activities, all physical facilities maintained by OCR, and interviews with [ ] employees at all grade levels. 25X1

B. Within this scope, the purpose of this survey has been the review and evaluation of the mission and functions of the Office of Central Reference and the manner in which the Assistant Director for Central Reference is discharging his responsibilities with respect to the administration and operation of the Agency's central reference system. The mission and functions of the Office of Central Reference are defined and authorized by [ ] 25X1 dated 9 December 1955 (Tab A). The results of the survey indicate that the statement of mission and functions as contained in this regulation is not entirely representative of OCR's activities. Discrepancies in this respect are outlined in this report and the regulation should, therefore, be revised appropriately.

C. The Agency's central reference system as administered and operated by OCR is the finest and only reference facility of its type in the U.S. today. Its growth and development have been responsive to the changing needs and organizational patterns of the Agency, although hampered by a general failure on the part of the substantive elements of the Agency to provide adequate guidance in terms of their research plans and programs. Nonetheless, it is a well organized, efficient and effective system today. OCR has made maximum use of the latest in machine indexing systems (IBM) and has been constantly

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alert to new developments (Intellofax, Aperture card, Minicard) in the field of library technology to increase its support to consumers in terms of timely responsiveness to their reference needs. The personnel of OCR in all units are competent and imbued with an excellent spirit of service and support. The CIA Library, OCR, as the Agency's central reference facility processed more than 4,100,000 copies of 308,000 intelligence publications in FY 1955 and acted on a total of 140,044 requests for individual items during the same period. Agency requests for intelligence documents increased in FY 1955 by 42.8 per cent over those of 1953 with no appreciable increase in personnel. In FY 1955, 31,000 books were added to the permanent collections of the Library and it procured more than 1,259,104 foreign and domestic publications through Foreign Service and domestic procurement channels. This mass of material is handled expeditiously and with a minimum of confusion and the achievements of OCR in this respect are impressive indeed. Only a few relatively minor deficiencies were noted during the survey on the technical aspects of the operations of OCR.

D. The excellent reference facilities maintained by OCR have never achieved wide recognition within the Agency and its services for that reason have not been used to maximum effectiveness. However, the reputation of OCR is now gaining new stature both within the Agency and in the U.S. intelligence community as a whole due to its continuing efforts since its inception, to bring timely and responsive reference support to intelligence research activities. There has been a gradual transition from a predominantly Agency service to one of active leadership in reference planning and programming on an inter-departmental basis, through its active leadership on the "Ad Hoc Intelligence Processing" (AHIP) Sub-committee of the IAC. The reference facilities of the Agency and the CIA Library's

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